

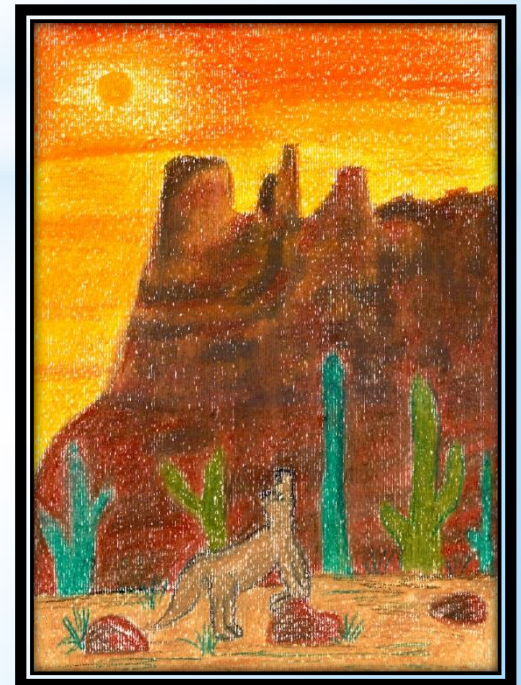


*AZELLA Placement Test Training

SESSION 2

SCHOOL YEAR 2015 – 2016

ARIZONA DEPARTMENT OF EDUCATION



*Session 2



- *Test Administration Staff
- *Test Administration Overview
- *Domain-Specific Preparation





***Test Administration Staff**

*Test Administration Staff



Test Administrators and Proctors

- * Trained by the District Test Coordinator in correct test administration protocol and security procedures
- * Employed by district or charter
- * Proficient in English
- * Must be one of the following
 - * Highly Qualified Teacher
 - * Certified Staff
 - * Paraprofessional
 - * Retired Teacher



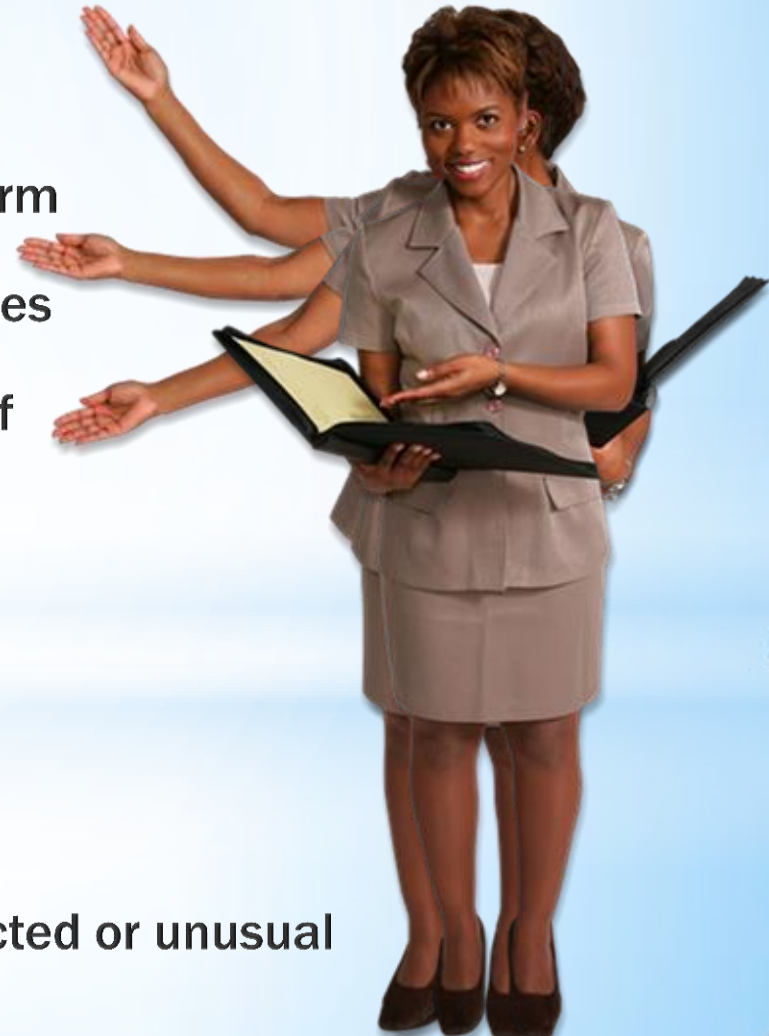
*Test Administration Staff



Training Test Administrators and Proctors

The training must include the following:

- * Reviewing the test security procedures
- * Completing the Test Security Agreement form
- * Reviewing the test administration procedures
- * Providing (**Administration and Scoring**) staff with an overview of *PearsonPerspective*
- * Providing (**key entry**) staff with an overview of *PearsonAccess*
- * Reviewing procedures for bubbling student demographic data
- * Reviewing procedures for handling unexpected or unusual situations



* Pearson Perspective



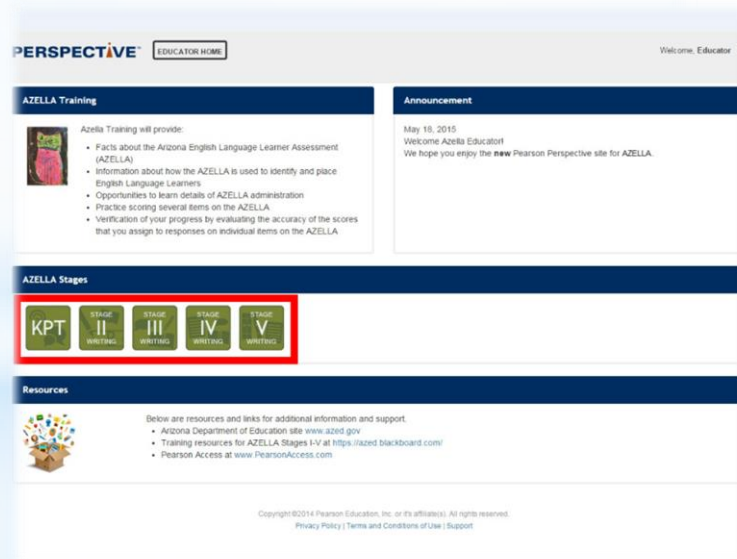
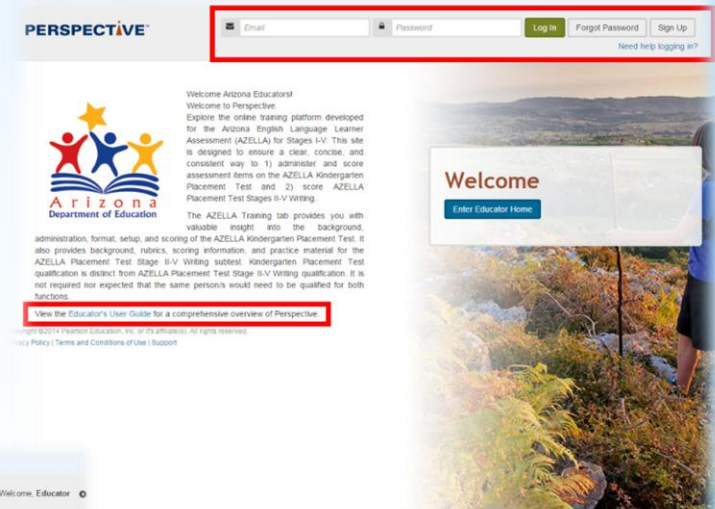
Training and Qualification

* Kindergarten Placement Test

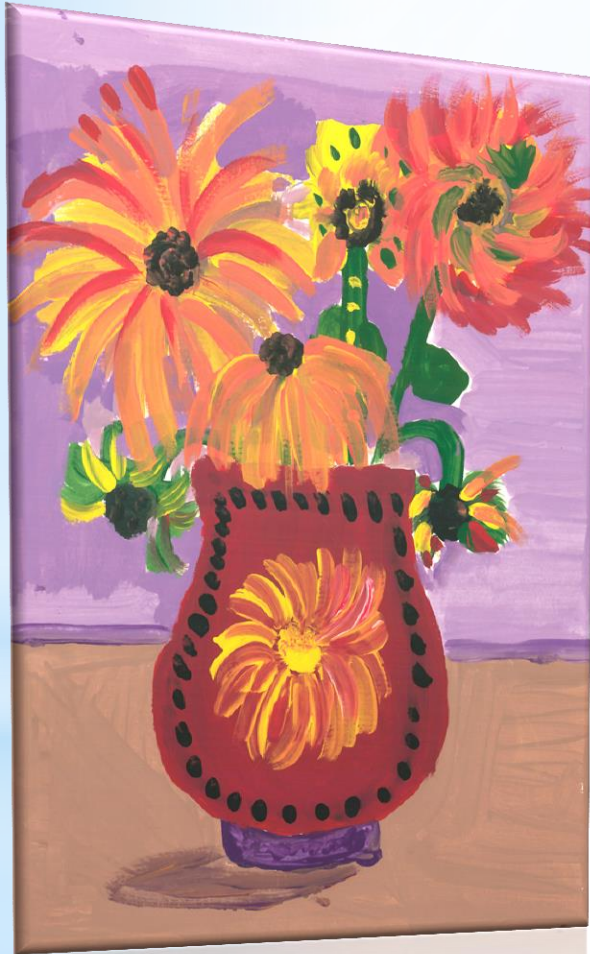
* Administration and Scoring

* Stages II–V Extended Writing responses

* Scoring



* <https://azella.pearsonperspective.com>



***Test Administration Overview**

*School-Provided Materials



The **schools** will provide:

- * Sharpened No. 2 pencils with erasers (no mechanical pencils).
- * A pencil sharpener or additional pencils.
- * “Testing – Do Not Disturb” signs.
- * A CD player or computer (for the Listening domain test).
- * Blank or lined scratch paper (for Writing domain test Stages II – V).
- * A DVD player or computer (for Speaking Demonstration Video DVD).
- * Landline speaker telephone(s) (for Speaking domain test).
- * An erasable marker (for Kindergarten Placement Test).



* *Kindergarten Placement Test*



Preliteracy Level – Kindergarten Placement Test

- * The *Kindergarten Placement Test* is administered one-on-one by a **qualified** AZELLA Kindergarten Placement Test Administrator.
- * Approximately 20 minutes must be allotted to complete the test.



* Administration Order and Times



Stages II - V

The tests for **Stages II – V** will require a one-day or two-day administration and **must** be administered in the following order:

1-Day Test Administration	2-Days Test Administration
Session 1: Listening Session 2: Reading Session 3: Writing Session 4: Speaking Day 1	Session 1: Listening Session 2: Reading Session 3: Writing Day 1
	Session 4: Speaking Day 2
<ul style="list-style-type: none">• Breaks must be provided between sessions.• Students must be allowed to complete the test.	

* Administration Order and Times



Stages II - V

Session/Domain	Estimated Times
Session1 Listening	Stage II: 30-45 minutes Stage III: 35-45 minutes Stages IV-V: 40-50 minutes
Break	
Session 2 Reading	Stage II: 30-60 minutes Stages III-V: 45-90 minutes
Significant Break	
Session 3 Writing	Stage II: 30-75 minutes Stages III-V: 45-90 minutes
Significant Break	
Session 4 Speaking	Stages II: 24-27 minutes Stages III-V: 27-30 minutes

* *Preparing Testing Rooms*



**A comfortable
environment**



**Quiet and
distraction-free**



**No visual aids
visible**



*** *Universal Test Administration Conditions***

- * Testing in a small group, one-on-one, or in a separate location.**
- * Being seated in a specific location or sitting at special furniture.**
- * Having the test administered by a familiar Test Administrator.**
- * Using a special pencil or grip.**
- * Allowing students to use glasses, magnification, color overlays, and special lighting.**
- * Allowing students to use hearing aids and amplification devices.**
- * Allowing students to wear noise buffers after the scripted directions have been read for the Reading and Writing sections.**
- * Repeating scripted directions upon request.**
- * Answering questions about scripted directions.**

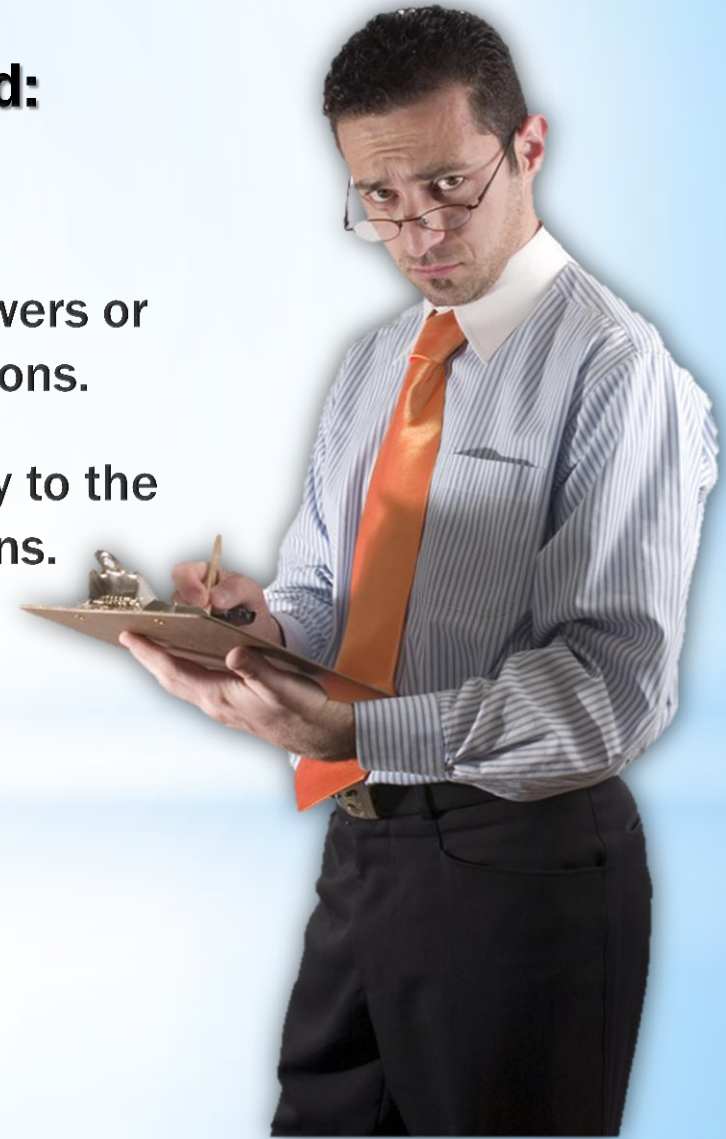


* *Monitor Student Testing*



Test Administrators and Proctors should:

- * Supervise the room at all times.
- * Verify that students are marking their answers or writing their responses in the proper locations.
- * Answer student questions that pertain only to the clarification of test administration directions.



* *Unacceptable Resources*



All personal electronic devices need to be silenced or turned off and put away during the entire testing session.



If a student is observed using an unacceptable resource, remove the unacceptable resource and allow students to continue testing.

* *Students Who Have To Leave*



- * Only 1 student may leave the testing room at a time.
- * All test materials must be collected when the student exits.
- * Students must be allowed to finish testing upon their return.



* *Disruptive Students*

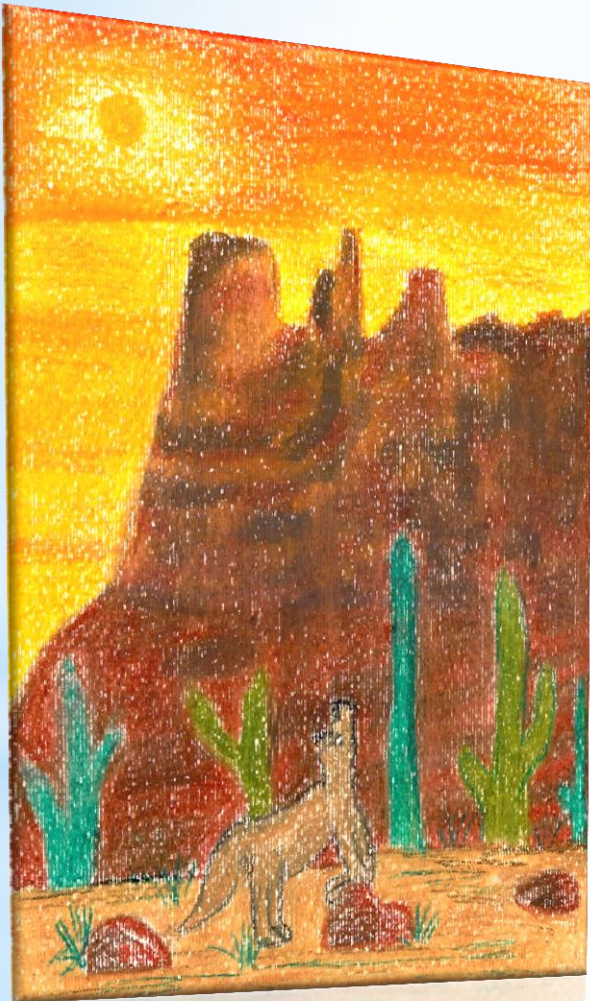


Disruptive students are ones who:

- * Cause a disturbance while testing.
- * Refuse to participate.
- * Give help to, and/or receive help from, others.
- * Engage in unacceptable classroom behavior.



Separate the disruptive student from the other students and, if possible, allow him or her to continue testing in a different location.



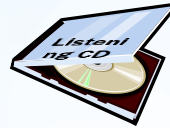
*Domain-Specific Preparation

*Testing Session 1 - Listening



There are 2 ways to access the Listening audio:

1. Using the Listening CD.



2. Downloading the Listening audio file.



* *PearsonAccess > Support > Downloads > Right-click Listening audio file*

* Available ONLY July 6 – September 15, 2015

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Download audio files in *PearsonAccess*

The Listening CD and the downloadable audio file are secure materials and should be treated as such.



**The CD and/or Audio
Recording MUST match the
Stage listed on the Test Book
and/or Answer Document!**



TAD

* *Testing Sessions 2 & 3 – Reading and Writing*



There are no specific preparations for the Reading Session.

For the Writing Session, students will need:

- * Scratch paper.
- * lined or unlined for Stages II – V
- * Extra, sharpened #2 pencils with erasers.



* Testing Session 4 - Speaking



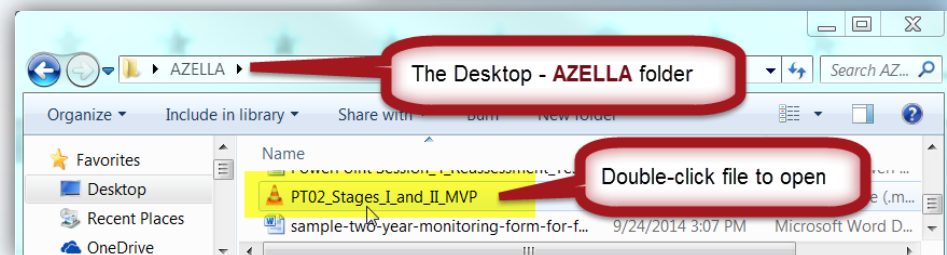
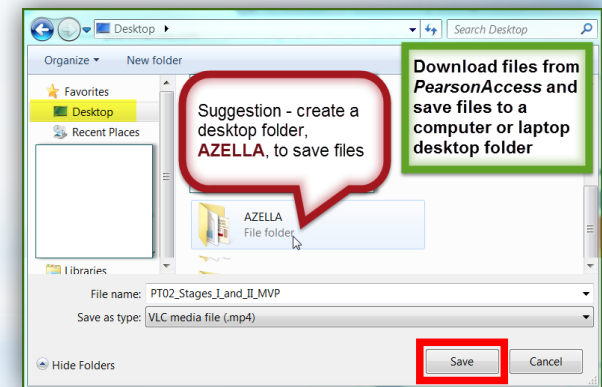
The Speaking demonstration video can be accessed by:

- * Using the DVD.
- * Downloading from *PearsonAccess*.



The video may be shown:

- * Before or after any of the 3 previous sub-tests.
- * To large or small groups of students or one-on-one with a student.
- * Multiple times.



* *Testing Session 4 - Speaking*



Preparation for the Speaking Test

- * The DVD player or computer and a speaker telephone should be located in a quiet room.
- * Test the DVD player or computer.
- * Have the demonstration video ready to play.
- * Check telephone connection and the volume of the speaker.



* *Testing Session 4 - Speaking*



Administering the Speaking Test

- * The Speaking test must be the last sub-test administered.
- * All students will participate in an individual practice session.
- * A unique Speaking Lithocode is required for the Speaking Session. The test will only begin after the Lithocode is entered correctly.

							Results:	
Group▲	<input checked="" type="checkbox"/> Student ▲	Grade▲	<input checked="" type="checkbox"/> SAIS ID	<input checked="" type="checkbox"/> Speaking Lithocode	Assessment Date	Status	Scale Score	Proficiency Level

- * During the test, avoid background noise or speech.
- * After the completion of the Speaking Test, do NOT hang up the phone until the message has been heard to do so.



* *Successful Speaking Test*



Students should:

- * Leave the telephone alone.
- * Refrain from making unnecessary noises.
- * Remain still during the test.
- * Speak in a clear, audible voice.

Test Administrators should:

- * Remain quiet during the test.
- * Use hand gestures to communicate with the student.





Session 2 is completed.
Close this presentation
and then:

- Mark this session as **Reviewed.**
- Continue with Session 3.